



## A STUDENT'S GUIDE TO THE STUDENT ACADEMIC PORTFOLIO

The *Student Academic Portfolio* program at Nazarene Bible College is a way by which a student may be granted college credit for learning completed at an Alliance District Training Center. This guide sheet will define the *Student Academic Portfolio* and explain the process for compiling and submitting a portfolio for academic credit.

- The *Student Academic Portfolio* is a well-organized compilation of course materials (exams, papers, projects, class notes, etc.) that demonstrates academic work was college level quality and the content and extent of learning was enough to be acceptable as college credit.
- The purpose of the *Student Academic Portfolio* is to persuade college officials to grant college credit for the work you completed and the learning you gained.
- Students who enroll in and successfully complete at least one 3-semester-hour course at NBC, on campus or online, will be eligible to submit a portfolio for evaluation.

**Getting started is easy!** Set up a binder at the beginning of each class and build your *Portfolio* as you go! Your instructors are available to offer help and advice, and the following check list will guide you through the process.

### HOW TO BUILD A PORTFOLIO

- ☐ Purchase binder large enough to hold all course materials.
- ☐ Set up the following 5 sections/tabs:
  - ☐ 1. **FINAL GRADE**  
The instructor will give you a grade sheet at the end of class that verifies your final grade and number of course credits
  - ☐ 2. **COURSE SYLLABUS** (which must provide the following)
    - a. Instructor qualifications
    - b. The course title and description
    - c. The course purpose and objectives
    - d. A list of textbooks and other curricular material used in appropriate bibliographical form
    - e. The course requirements and some idea of the instructor's criteria for assigning grades
    - f. Seat time – the number of periods the class met and the length of each period
  - ☐ 3. **ASSIGNMENTS**  
Research papers, reports, projects, etc. (appropriately titled and dated) produced by the student (original and graded).  
*Arrange in chronological order according to the class schedule in the syllabus.*
  - ☐ 4. **EXAMS/TESTS/QUIZZES** – original and graded
  - ☐ 5. **CLASS NOTES** – the student's class notes and any handouts received in class
- ☐ Include a contents page at the beginning of the binder

***Remember, the more complete your Portfolio, the more likely it is that you will receive the credit. It should be organized in a neat and professional manner. This will help convince the evaluator that the contents are valuable and worth attention.***

### HOW TO SUBMIT A PORTFOLIO

- ☐ Become an NBC student. To get started, complete an Admission Application Form at [www.nbc.edu](http://www.nbc.edu).
- ☐ Enroll in and successfully complete (with a grade of "C" or higher) at least one 3-semester-hour course, either on campus online.
- ☐ After successfully completing the course, submit your *Student Academic Portfolio* to the address below. It is strongly suggested that you send it by a delivery method that can be tracked (FedEx, UPS, etc.).  
Mrs. Cheryl Graves  
Alliance for Ministry Education Office  
Nazarene Bible College  
1111 Academy Park Loop  
Colorado Springs, CO 80910
- ☐ Include a cover letter asking that your portfolio be evaluated for the granting of college credit.
- ☐ Include payment of the \$40 evaluation fee for each *Portfolio* submitted.
- ☐ Your Portfolio will be evaluated by an NBC professor, and you will be advised of the result of that evaluation.
- ☐ If accepted for college credit, send the \$20 posting fee and credit will be placed on an official NBC transcript with a notation that credit was granted by "portfolio evaluation." All credit granted through this process will be honored toward a degree at NBC.

***For more information on the portfolio program, please contact the NBC Alliance Director at 719-884-5015.***